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| <b>JOB TITLE:</b>    | Nursing Supervisor |
| <b>DEPARTMENT:</b>   | Nursing            |
| <b>DATE ISSUED:</b>  | August 1991        |
| <b>DATE REVISED:</b> | December 2012      |

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**JOB SUMMARY:**

Assesses, implements, coordinates and evaluates the clinical care needs of the residents for the provision of quality care. Manages and coordinates the facility activities in the absence of Administration and Department Heads.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assesses and evaluates medical, social, psychological and spiritual needs of the resident.
2. Reviews assessment and information provided by licensed nursing staff. Initiates or directs nursing action as is necessary.
3. Demonstrates competence in Achieve Electronic Medical Records and Automatic medication dispensing machine.
4. Makes rounds to assigned units periodically, evaluates those who are new admissions, those with signs/symptoms of illness, those with special problems or upon request of nursing staff.
5. Evaluates emergency situations, make independent nursing decisions based on good judgment and implements actions accordingly.
6. Reviews resident medical record to assist in resolving problems/needs. Documents action taken. Maintains resident's medical records on nursing observations and actions taken such as medications and treatments given, reactions, tests, intake and emission of liquids and solids, temperature, pulse, and respiration rate. Records nursing needs of residents on nursing care plan to assure continuity of care. May assist with development and implementation of resident care plans.
7. Ensures that care is delivered to each resident in accordance with quality standards.
8. Ensures the provision of safe, economical and efficient nursing care.

9. Acts as a liaison between physicians and nursing staff. Ensures that physician is updated on residents condition and needs. Ensures that physicians orders are obtained to provide the care needed. Ensures that physicians orders are carried out.
10. Acts as a liaison between resident, family and physician.
11. Serves as a resource person to staff in solving clinical/resident care problems.
12. Assists with resident/family teaching and counseling.
13. Responds to all emergency stat calls within the facility.
14. Informs family of changes in resident conditions, of untoward events or change in plan of care as is appropriate.
15. Participates in discharge planning and coordination of continuum of care in alternative setting.
16. Coordinates physician visits. Assists physician in complying with regulations. Prepares equipment and assists physicians during treatments and examinations of residents.
17. Notifies Administration of significant changes in resident condition.
18. At time of death, notifies physician, family, funeral director and abides by policies and procedures of the Home.
19. Maintains skills in venipuncture, IV Therapy and glucose monitoring.
20. May perform duties of staff nurse; assists with care and treatments for residents.
21. Assists in planning, supervising, and instructing Nurse Aides. May assist with orientation of nursing staff.
22. Demonstrates nursing techniques and procedures and assists nonprofessional nursing care personnel in rendering nursing care on unit.
23. Promotes an environment in which the nursing staff can work cooperatively toward objectives.
24. Assigns staff as necessary to make adjustments in schedule.
25. Attends and may participate in inservice education programs, including teaching staff use of equipment and supplies.
26. Participates in nursing and facility meetings.

27. Communicates information regarding policies and procedures and other appropriate communications, monitors compliance with same and provides feedback from staff to administration.
28. Listens to, assesses and initiates action in instances of personnel complaints or grievances and refers their problems to Administration as is necessary.
29. May participate in preparation and review of staff evaluations for Unit Managers and other nursing staff.
30. Evaluates, implements action and assists in emergencies such as fire/disaster in accordance with policies and procedures.
31. Interprets and implements principles of management.
32. Serves as a resource person for management of unit specific problems and/or to other departments.
33. Assists with or completes paperwork requirements to provide for resident care or meet regulations.
34. Maintains accurate, complete and timely records according to policies and procedures.
35. Maintains confidentiality of information.
36. In the absence of the Nursing Scheduler, is responsible for replacing call-offs and reassign staff as necessary to assure proper floor staffing
37. Notifies maintenance of emergencies, repairs or snow removal.
38. Locks or delegates responsibility for locking/unlocking doors according to policy.
39. Makes/assists with transportation/ appointments residents to and from other health care providers.
40. Verifies reports of lab, x-ray, and other hospital reports are available and on the chart.
41. Examines, assesses and administers first aid treatment to personnel in the event of an accident within the facility. Make appropriate referrals for further care as is necessary.
42. Gives and receives report to on coming shifts.
43. Responds to Colony resident requests, assesses situation /complaint and takes action as necessary to provide for care needs.
44. Responds to Ridgewood resident requests, assesses situation/complaint and takes action as necessary to provide for care needs.

45. In the event of a fire drill or an actual emergency it is the responsibility of the day Supervisor on duty to announce/verify the location of the fire/fire drill.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All other duties as assigned.

**WORKING CONDITIONS:**

Works in a clean, well heated, lighted and ventilated building. Prolonged walking, sitting and standing. Exposed to infection, odors and subject to personality and moods peculiar to the aged and infirmed. Must be able to deal well. with residents, families and the public on a personal basis. Required to make independent decision. Required to handle emergency situations of all types.

**QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Must be a graduate of an accredited School of Nursing, a Bachelor of Science degree in Nursing preferred, and possess a current licensure to practice as a Registered Nurse in the state of Pennsylvania. Must be able to lift, turn and reposition residents both alone and with assistance with and without the use of mechanical devices. Must also be able to assist others with lifting, turning and repositioning residents both with and without the use of mechanical devices. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property.

Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

**SUPERVISION GIVEN:**

Supervision of the Nursing Staff.

**SUPERVISION RECEIVED:**

Director of Nursing, Assistant Director of Nursing, and Administrator

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The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

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***Employee Name (please print)*** \_\_\_\_\_

*Employee Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - Registered Nurse (RN), Nursing Supervisor, RN Unit Manager

|                 | Seldom 0-1 hours | Occasionally 1-3 hours | Often 3-6 hours | Frequent - Over 6 hours | Constant |
|-----------------|------------------|------------------------|-----------------|-------------------------|----------|
| <b>LIFTING:</b> |                  |                        |                 |                         |          |
| 0 - 20 pounds   |                  | X                      |                 |                         |          |
| 20 - 50 pounds  |                  | X                      |                 |                         |          |
| 50 - 100 pounds | X                |                        |                 |                         |          |
| Over 100 pounds | X                |                        |                 |                         |          |

|                  |   |   |   |  |  |
|------------------|---|---|---|--|--|
| REACHING         |   | X |   |  |  |
| STANDING         |   |   | X |  |  |
| WALKING          |   |   | X |  |  |
| SITTING          | X |   |   |  |  |
| CLIMBING         | X |   |   |  |  |
| BENDING/STOOPING |   | X |   |  |  |

|                                     |  |   |  |  |  |
|-------------------------------------|--|---|--|--|--|
| <b>MOVING/PUSHING/<br/>PULLING:</b> |  |   |  |  |  |
| 0 - 20 pounds                       |  | X |  |  |  |
| 20 - 50 pounds                      |  | X |  |  |  |
| 50 - 100 pounds                     |  | X |  |  |  |
| Over 100 pounds                     |  | X |  |  |  |

|                                    |   |   |  |  |  |
|------------------------------------|---|---|--|--|--|
| GRASPING/HOLDING WITH HANDS        |   | X |  |  |  |
| USING FEET FOR REPETITIVE MOVEMENT | X |   |  |  |  |
| EXTREMES of HEAT                   | X |   |  |  |  |
| EXTREMES of COLD                   | X |   |  |  |  |
| DRIVING                            | X |   |  |  |  |

Task Evaluation and Classification Record

|  |  |
|--|--|
| Dept. Registered Nurses; Licensed Practical Nurses         | Date: Revised May 2012   |
| All employees in this position have occupational exposure. | * AS NEEDED - DESIGNATES MUST BE WORN IF DANGER<br>OF SPLASHING IS LIKELY. |

| Task/Procedure   | Type of Body Fluid/Substance To Which Exposure is Likely |       |                    |       |       |        |                |                 |       | Volume   |       |     | Probability of Exposure |      |              | Route of Exposure |           |              | Protective Barriers To Use When Performing Procedures |             |           |           |  |
|--|--|-------|--------------------|-------|-------|--------|----------------|-----------------|-------|----------|-------|-----|-------------------------|------|--------------|-------------------|-----------|--------------|---|-------------|-----------|-----------|--|
|  | Blood  | Semen | Vaginal Secretions | Urine | Feces | Saliva | NonIntact Skin | Mucous Membrane | Small | Moderate | Large | Low | Moderate                | High | Percutaneous | Mucous Membrane   | Cutaneous | Hand-washing | Gloves  | Gown/ Apron | Mask      | Eye-wear  |  |
|  |  |       |                    |       |       |        |                |                 |       |          |       |     |                         |      |              |                   |           |              |   |             |           |           |  |
| Vascular Access Procedure                                    | X  |       |                    |       |       |        |                | X               |       |          |       |     | X                       |      | X            | X                 | X         | X            | X   | As needed   | As needed | As needed |  |
| Handling of sharps, instruments, equipment, work area        | X  |       |                    |       |       |        |                |                 | X     |          |       |     | X                       |      | X            | X                 | X         | X            | X   | As needed   | As needed | As needed |  |
| Suctioning, Trach Care                                       | X  |       |                    |       |       | X      | X              | X               |       |          |       |     | X                       |      | X            | X                 | X         | X            | X   | As needed   | As needed | As needed |  |
| Wound Care Procedures  | X  |       |                    | X     | X     | X      |                |                 | X     |          |       |     | X                       |      | X            | X                 | X         | X            | X   | As needed   | As needed | As needed |  |
| Bladder Proced. Inc. Bedpan, Catheter, Incont., Douche, Meds | X  |       | X                  | X     | X     |        |                |                 |       | X        |       |     | X                       |      | X            | X                 | X         | X            |   |             |           |           |  |
| Bowel Proced., Bedpans, Enemas, Meds, Incont.                | X  |       | X                  | X     | X     |        |                |                 |       | X        |       |     | X                       |      | X            | X                 | X         | X            |   |             |           |           |  |
| Obtaining Specimen   | X  |       |                    | X     | X     | X      | X              |                 | X     |          |       |     | X                       |      | X            | X                 | X         | X            |   |             |           |           |  |
| Care of Feeding Tubes  |  |       |                    |       |       |        | X              | X               |       |          |       |     | X                       |      | X            | X                 | X         | X            |   |             |           |           |  |
| Cleaning Up Spills   | X  | X     | X                  | X     | X     | X      |                | X               |       |          |       |     | X                       |      | X            | X                 | X         | X            |   | As needed   |           |           |  |
| Handling of Linen  | X  | X     | X                  | X     | X     |        |                | X               |       |          |       |     | X                       |      | X            | X                 | X         | X            |   | As needed   |           |           |  |
| Removal of Waste; Potential for Needlestick                  | X  |       | X                  | X     | X     | X      |                | X               |       |          |       | X   |                         | X    | X            | X                 | X         | X            |   |             |           |           |  |
| Personal Care for Resident; ADL, Post Mortem Care            | X  | X     | X                  | X     | X     | X      | X              |                 | X     |          |       |     | X                       |      | X            | X                 | X         | X            |   | As needed   |           |           |  |
| First Aid/ Emergency Care                                    | X  |       |                    |       |       |        | X              |                 |       | X        |       |     | X                       |      | X            | X                 | X         | X            |   | As needed   | As needed | As needed |  |

